

How To Obtain Certified Copies Of Birth And Death Records



Upon request, this document will be made available in Braille, large print, and audiocassette or computer disk. To obtain a copy in one of these alternate formats, please call or write:

California Office of Vital Records M.S. 5103
P.O. Box 997410
Sacramento, CA 95899-7410
Telephone: (916) 445-2684

California Relay: 711/1-800-735-2929

http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/default.aspx

January 2012

Certified Copies of Birth and Death Records

What is the Office of Vital Records?

The Office of Vital Records (OVR) is the State Registrar for the State of California. We maintain a permanent, public record of every birth and death that has occurred in California since July 1905, and have more than 50 million records on file.

What services are available from OVR?

- When we receive an application and the required fee, we will
 provide certified copies of birth or death records to anyone
 who can provide enough information to identify a specific
 record.
- We do not release information contained in vital records except through certified copies.

What is the fee for a certified copy of a birth or death certificate?

- Birth Certificate: \$18
 Death Certificate: \$14
- Fees are nonrefundable (per state law).
- Fees are established in the California Health and Safety Code, which authorizes our office to keep the fee when it searches for a record even if no certified copy is issued. For this reason, you should provide as much information as possible so we can locate the correct record.
- If we cannot locate the record based on the information you provide, we will keep the fee (for our searching efforts) and issue a Certificate of No Public Record.
- Our office is separate from the local registrars and county recorders, so fees previously paid to these offices cannot be transferred to our office.
- Fees should be paid by check or money order payable to
 Office of Vital Records. International money orders for out of-country requests should be payable in U.S. dollars.

Does OVR issue free certified copies?

We only issue free copies to: 1) district attorneys for child support enforcement; 2) veterans for the sole purpose of establishing military benefits (if the request comes through the Veterans Administration Office); and 3) victims of crime in connection with a claim under the Victims of Crime Act.

Do we have the record you are requesting yet?

Information You Should Know Before Requesting Birth or Death Certificates From the State Office of Vital Records

Before birth and death records are registered in our office (state database) and available for purchase, they are registered (County Health Department) and recorded (County Recorder's Office) at the local level in the county where the event took place.

- Because of the time it takes the county offices to send the records to our office, and to get them registered in our system, we encourage you to request certified copies of birth and death certificates from the County Recorder's Office for the first six months after the date of event.
- Caution: If you choose to send your request to our office within the first six months of the date of event, and we do not yet have the record available, we will issue you a Certificate of No Public Record. (The law requires that we keep the fee for our searching efforts.)

If the Record is Being Amended

Amendments to original birth and death records are frequently submitted to our office to correct errors or add information to original documents. Amendments can take up to one year to process. Typically, requests for copies of amended certificates are requested at the same time as the amendment is submitted, and the applicant receives a certified copy once the amendment is completed.

- If you request a certified copy before the amendment has been completed, you will receive either a copy of the original record (unamended), or (if we are unable to locate a public record) a Certificate of No Public Record.
- If you know that the record is being amended, and it is the amended record that you want, please wait until after the amendment has been completed before requesting a certified copy.

What do I submit to get a birth or death certificate?

- Applications are included in this pamphlet (you can photocopy additional copies if needed, or download them from our website).
- Complete the appropriate application for the type of record you are requesting (birth or death) – be sure to complete all items on the application.
- Complete a separate application for each record requested.
- Mail the following items to our office using the address on the front of this pamphlet:
 - Completed application.
 - Appropriate fee.
 - Notarized Sworn Statement (if appropriate) see next section.
- If any of the required items are not included, your request will be returned to you for correction.

Do I need to provide a Sworn Statement?

That depends on the type of certificate you are requesting.

Effective July 1, 2003, a new law changed the way we issue birth and death certificates. There are now two types of certified copies that we provide:

1. **Certified Copy** (only authorized individuals can get this type).

If you are requesting a *Certified Copy*, you *MUST* provide a notarized Sworn Statement (see page 3 of application) declaring under penalty of perjury that you are authorized by law to receive the Certified Copy (see application for list of authorized individuals).

If you are requesting a Certified Copy and a notarized Sworn Statement is not included, we will not be able to accept your request for processing.

A Certified Copy can be used to establish the identity of the person named on the certificate.

Note: Only one Sworn Statement is required for multiple records that are requested at the same time - but the Sworn Statement *must* include the name of *each* person whose record is being requested and your relationship to that person.

(Continued)

Do I need to provide a Sworn Statement?

(Continued)

2. **Certified Informational Copy** (anyone can get this type).

If you are requesting a *Certified Informational Copy*, you *DO NOT* need to provide a Sworn Statement.

A Certified Informational Copy cannot be used to establish identity.

Persons who are not eligible to receive a Certified Copy can receive a Certified Informational Copy.

Both of these documents are certified copies of the original document on file with our office – they are exactly the same and contain exactly the same information. Our application (attached) contains more detailed information about these two types of certificates.

How long does it take to get a birth or death certificate?

The processing time for certified copies of birth and death can be located at: http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/ProcessingTimes.aspx.

• If you need your copy sooner, you should contact the County Recorder in the county where the event occurred (a list of County Recorders is attached). Because of the large volume of requests we process at the state level, the county offices can usually provide a faster processing time.

If your record has been amended due to an adoption, court order name change, or paternity action, we cannot guarantee that the county office will have your amended record. In these cases, you may want to submit your request to our (state) office for processing.

How will I know If my request has been accepted?

Once your request has been received and evaluated, we will send you either:

- A postcard letting you know your request has been accepted, and reminding you of our processing time.
- If your request is not accepted (e.g., due to insufficient fee, insufficient information, etc.), we will return your request to you with a letter explaining what needs to be corrected.

Please allow about 6 weeks to receive these documents.

What if I still have questions?

If you have read this pamphlet thoroughly and still have questions that were not answered in this pamphlet, please call our Customer Service Unit at (916) 445-2684 (Monday through Friday).

APPLICATION FOR CERTIFIED COPY OF BIRTH RECORD

PLEASE READ THE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS APPLICATION

As part of statewide efforts to prevent identity theft, California law (Health and Safety Code Section 103526) permits only authorized individuals as listed on the application to receive certified copies of birth records. All others will be issued Certified Informational Copies marked with the legend, " Informational, Not A Valid Document to Establish Identity. "									
Please indicate the type of certified copy you are requesting:									
	I would like a Certified Copy. This copy will establish the identity of the registrant. (To receive a Certified Copy you MUST INDICATE YOUR RELATIONSHIP TO THE REGISTRANT by selecting from the list below AND COMPLETE THE ATTACHED SWORN STATEMENT declaring that you are eligible to receive the Certified Copy. The Sworn Statement MUST BE NOTARIZED if the application is submitted by mail unless you are a law enforcement or local or state governmental agency.)				☐ I would like a Certified Informational Copy. This document will be printed with a legend on the face of the document that states, "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY." (A Sworn Statement does not need to be provided.)				
Fee: \$18 per copy (payable to CDPH Vital Records). PLEASE SUBMIT CHECK OR MONEY ORDER – DO NOT SEND CASH (CDPH cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered).									
	NOTE: Both documents are certified copies of the original document on file with our office. With the exception of the legend and redaction of signatures and Social Security Number, the documents contain the same information.								
_	A party entitled to receive the record as a result of a court order (include copy), or an attorney or a licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code. A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business. (Companies representing a government agency must provide authorization from the government agency.) A child, grandparent, grandchild, brother or sister, spouse, or domestic partner of the registrant.					the birth official business. court to act on			
APPL	APPLICANT INFORMATION (PLEASE PRINT OR TYPE) Today's Date:								
Agency Name (if appropriate)				Ager	ncy Case No.	Purpose	of Request		
Print Name of Applicant				Signature of Applicant					
Mailing Address – Number, Street				Amount Enclosed – DO NOT SEND CASH Number of Copies \$Check \$Money Order					
City				Name of Person Receiving Copies, if Different from Applicant					
State/Province ZIP Code				Mailing Address for Copies, if Different from Applicant					
Daytime Telephone (include area code) Country			City	City State 2		ZIP Code			
BIRTH RECORD INFORMATION (PLEASE PRINT OR TYPE) Adopted: No Yes (If Yes, see #4 on Page 2)									
BIRTH FIRST Name MIDDLE Nam				9	LAST Name				
City of Birth (must be in California)				County of Birth					
Date of Birth – MM/DD/CCYY (If unknown, enter approximate date of birth)	SexFemaleMale			_Male	
Father/Parent FIRST Name MIDDLE Name				LAST Name					
Mother/Parent FIRST Name MIDDLE Name				LAST Name					

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INFORMATION:

Birth records have been maintained in the California Department of Public Health Vital Records since July 1, 1905. The name required on Vital Records (see Items 1C, 6C, 7C, 9C, and 12C) is the name given at birth, or a name received through adoption, court-ordered name change, or naturalization. AKA's (Also Known As) and assumed names cannot be entered as the legal name on the birth record.

INSTRUCTIONS:

- 1. As of July 1, 2003, **ONLY** individuals who are authorized by Health and Safety Code Section 103526 can obtain a Certified Copy of a birth record to establish identity of the registrant (person listed on the certificate). (Page 1 identifies the individuals who are authorized to make the request.) All others may receive a Certified Informational Copy which will be marked, "Informational, Not a Valid Document to Establish Identity."
 - **Confidential Information on Birth Record:** some individuals have special needs for a birth certificate that contains the confidential information provided at the time the birth record was prepared. This confidential information may be used to establish ethnicity, to provide health background, or for other personal reasons. For information on how to obtain a birth certificate containing the confidential information, please refer to the **Birth Record** section of our website at: www.cdph.ca.gov. Only specific individuals may obtain confidential copies.
- 2. Complete a separate application for each birth record requested.
- 3. Complete the **Applicant Information** section on Page 1 and provide your signature where indicated. In the **Birth Record Information** section, provide all the information you have available to identify the birth record. If the information you furnish is incomplete or inaccurate, we may not be able to locate the record.
- 4. **If the registrant has been adopted**, make the request in the **adopted** name. If the registrant was born outside the United States and re-adopted in California, mark the "Yes" box and complete the application with the adopted information. (If you are requesting a copy of the **original** birth certificate, you **must** provide a court order releasing the original sealed record.)

5. **SWORN STATEMENT:**

- The authorized individual requesting the certified copy must sign the attached Sworn Statement, declaring under penalty of perjury that they are eligible to receive the certified copy of the birth record and identify their relationship to the registrant the relationship must be one of those identified on Page 1.
- If the application is being submitted by mail, the Sworn Statement **must be** notarized by a Notary Public. (To find a Notary Public, see your local yellow pages or call your banking institution.) **Law enforcement and local and state governmental agencies are exempt from the notary requirement**.
- You do not have to provide a Sworn Statement if you are requesting a Certified Informational Copy of the birth record.
- 6. Submit \$18 for each copy requested. If no birth record is found, the \$18 fee will be retained for searching for the record (as required by law) and a "Certificate of No Public Record" will be issued to the applicant. Indicate the number of copies you want and include the correct fee(s) in the form of a personal check or postal or bank money order (International Money Order for out-of-country requests) made payable to CDPH Vital Records. PLEASE SUBMIT CHECK OR MONEY ORDER DO NOT SEND CASH (CDPH CANNOT BE HELD RESPONSIBLE FOR FEES PAID IN CASH THAT ARE LOST, MISDIRECTED, OR UNDELIVERED). Mail completed application with the fee(s) to the CDPH Vital Records at the address below.
- 7. **Mailing Completed Certificates:** completed certificates are mailed using the U.S. Postal Service.

California Department of Public Health Vital Records - MS 5103 P.O. Box 997410 Sacramento, CA 95899-7410 (916) 445-2684

SWORN STATEMENT

that I am an authorized person, as defined in California Health and S	afety Code Section 103526 (c), and a	m eligible to receive a
certified copy of the birth, death, or marriage certificate of the follow		Ū
Name of Person Listed on Certificate		o Person Listed on Certificate
	(Must be a Relationship L	isted on Page 1 of Application)
(The remaining information must be completed in the presence of a Notary P	ublic or CDPH Vital Records staff.)	
,		
Subscribed to this day of, 20, 20	O, at (City)	 (State)
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APPLICATION FOR CERTIFIED COPY OF DEATH RECORD

PLEASE READ THE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS APPLICATION

As part of statewide efforts to prevent identity theft, California law (Health and Safety Code Section 103526) permits only authorized individuals as listed on the application to receive certified copies of birth records. All others will be issued Certified Informational Copies marked with the legend, "Informational, Not A Valid Document to Establish Identity." Please indicate the type of certified copy you are requesting:							
	I would like a Certified Copy. This copy the registrant. (To receive a Certified CYOUR RELATIONSHIP TO THE REGISTR below AND COMPLETE THE ATTACHED declaring that you are eligible to receiv Sworn Statement MUST BE NOTARIZEI submitted by mail unless you are a law state governmental agency .)	Copy you MUST INDICATE ANT by selecting from the list D SWORN STATEMENT The the Certified Copy. The D if the application is	☐ I would like a Certified Informational Copy. This document will be printed with a legend on the face of the document that states, "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY." (A Sworn Statement does not need to be provided.)				
Fee: \$14 per copy (payable to CDPH Vital Records). PLEASE SUBMIT CHECK OR MONEY ORDER – DO NOT SEND CASH							
(CDPH cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered). NOTE: Both documents are certified copies of the original document on file with our office. With the exception of the legend and redaction of							
	E: Both documents are certified copartures, the documents contain the sa	-	i file with our office. With the exception of the lege	nd and redaction of			
To re	ceive a Certified Copy I am:						
	A parent or legal guardian of the regis	trant (person listed on the certific	cate) (legal guardian must provide documentation).				
	A party entitled to receive the record	as a result of a court order (please	e include a copy of the court order).				
	A member of a law enforcement agen (Companies representing a government)		governmental agency, as provided by law, who is conducation from the government agency.)	icting official business.			
	A child, grandparent, grandchild, brot	her or sister, spouse, or domestic	partner of the registrant.				
			y person or agency empowered by statute or appointed				
	the power of attorney with this appl		g a Certified Copy under a power of attorney, please ir	clude a copy of			
	Any agent or employee of a funeral e	stablishment who acts within the	course and scope of his or her employment and who or o (5), inclusive, of subdivision (a) of Section 7100 of the	-			
APP	LICANT INFORMATION (PLEASE F		Today's Date:				
Agen	ncy Name (if appropriate)		Agency Case No. Purpose of Request				
Print	Name of Applicant		Signature of Applicant				
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VS 112 (01/12)

INFORMATION:

Death records have been maintained in the California Department of Public Health Vital Records since July 1, 1905.

The name required on Vital Records (see Items 1C, 6C, 7C, 9C, and 12C) is the name given at birth, or a name received through adoption, court-ordered name change, or naturalization. AKA's (Also Known As) and assumed names cannot be entered as the legal name on the birth record.

INSTRUCTIONS:

- 1. As of July 1, 2003, **ONLY** individuals who are authorized by Health and Safety Code Section 103526 can obtain a Certified Copy of a Death Record. (Page 1 identifies the individuals who are authorized to make the request.) All others may receive a Certified Informational Copy which will be marked, "Informational, Not a Valid Document to Establish Identity."
- 2. Complete a separate application for each death record requested.
- 3. Complete the **Applicant Information** section on Page 1 and provide your signature where indicated. In the **Decedent Information** section, provide all the information you have available to identify the death record. If the information you furnish is incomplete or inaccurate, we may not be able to locate the record.

4. **SWORN STATEMENT:**

- The authorized individual requesting the certified copy must sign the attached Sworn Statement, declaring under penalty of perjury that they are eligible to receive the certified copy of the death record, and identify their relationship to the registrant (person listed on the certificate) the relationship must be one of those identified on Page 1.
- If the application is being submitted by mail, the Sworn Statement must be notarized by a Notary Public.

 (To find a Notary Public, see your local yellow pages or call your banking institution.) Law enforcement and local and state governmental agencies are exempt from the notary requirement.
- You do not have to provide a Sworn Statement if you are requesting a Certified Informational Copy of the death record.
- 5. Submit \$14 for each copy requested. If no death record is found, the \$14 fee will be retained for searching for the record (as required by law) and a "Certificate of No Public Record" will be issued to the applicant. Indicate the number of copies you want and include the correct fee(s) in the form of a personal check or postal or bank money order (International Money Order for out-of-country requests) made payable to CDPH Vital Records. PLEASE SUBMIT CHECK OR MONEY ORDER DO NOT SEND CASH (CDPH CANNOT BE HELD RESPONSIBLE FOR FEES PAID IN CASH THAT ARE LOST, MISDIRECTED, OR UNDELIVERED). Mail completed application with the fee(s) to the CDPH Vital Records at the address below.
- 6. Mailing Completed Certificates: completed certificates are mailed using the U.S. Postal Service.

California Department of Public Health
Vital Records - MS 5103
P.O. Box 997410
Sacramento, CA 95899-7410
(916) 445-2684

SWORN STATEMENT

that I am an authorized person,	as defined in Californ	nia Health and	d Safety Code S	ection 103526 (c), and	l am eligible to	receive a
certified copy of the birth, deatl					J	
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			4	pplicant's Relationshi	p to Person List	ted on Certificate
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Nume of Ferso	The Listed on Certific					
(The remaining information must be	c completed in the prese	ence of a Notary	Public or CDPH	Vital Records staff.)		
Subscribed to this	day of		20, at	(City)	(St	 tate)
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Page 3 of 3

CALIFORNIA COUNTY RECORDERS

A.11	110(M 1' G 4 18 FL 0 11 1 GA 04(07 (510) 272 (2)2
Alameda	1106 Madison Street, 1 st Floor, Oakland, CA 94607, (510) 272-6363
Alpine	P.O. Box 217, Markleeville, CA 96120-0217, (530) 694-2286
Amador	810 Court Street, Jackson, CA 95642 Attn: Tico, (209) 223-6468
Butte	25 County Center Drive, Administration Building., Oroville, CA 95965, (530) 538-7691
Calaveras	Government Center, 891 Mountain Ranch Road, San Andreas, CA 95249, (209) 754-6372
Colusa	546 Jay Street, Colusa, CA 95932, (530) 458-0500
Contra Costa	555 Escobar Street, Martinez, CA 94553, (925) 335-7900
Del Norte	981 H Street, Suite 160, Crescent City, CA 95531, (707) 464-7216
El Dorado	360 Fair Lane, Placerville, CA 95667, (530) 621-5490
Fresno	2281 Tulare Street, Room 303, or P.O. Box 766, Fresno, CA 93712, (559) 488-3476
Glenn	526 West Sycamore Street, Courthouse, Willows, CA 95988, (530) 934-6412
Humboldt	825 5th Street, Fifth Floor, Eureka, CA 95501, (707) 445-7382
Imperial	940 West Main Street, Room 206, El Centro, CA 92243, (760) 482-4272
Inyo	Courthouse, 168 N. Edwards Street, Independence, CA 93526, (760) 878-0222
Kern	1655 Chester Avenue, Bakersfield, CA 93301, (661) 868-6449
Kings	Government Center, 1400 W. Lacey Blvd., Hanford, CA 93230, (559) 582-3211, X 2470
Lake	
	Courthouse, 255 North Forbes Street, Lakeport, CA 95453, (707) 263-2293
Lassen	Courthouse, 220 S. Lassen Street, Suite 5, Susanville, CA 96130, (530) 251-8234
Los Angeles	12400 Imperial Highway, Room 1002, Norwalk, CA 90650, (562) 462-2137 or 2101 or 2102
Madera	200 West 4 th Street, Madera, CA 93637, (559) 675-7724
Marin	3501 Civic Center Drive, Courthouse, Room 232, San Rafael, CA 94903, (415) 499-6092
Mariposa	4982 10th Street, P.O. Box 35, Mariposa, CA 95338, (209) 966-5719
Mendocino	501 Low Gap Road, #1020, Ukiah, CA 95482, (707) 463-4376
Merced	2222 M Street, Merced, CA 95340, (209) 385-7627
Modoc	204 S. Court Street, Room 107, Alturas, CA 96101-4020, (530) 233-6205
Mono	74 School Street, Annex I, P.O. Box 237, Bridgeport, CA 93517-0237, (760) 932-5535
Monterey	168 West Alisal Street, First Floor, P.O. Box 29, Salinas, CA 93902-0029, (831) 755-5041
Napa	900 Coombs Street, Room 116, P.O. Box 298, Napa, CA 94559-0298, (707) 253-4246
Nevada	950 Maidu Avenue, Nevada City, CA 95959, (530) 265-1221
Orange	12 Civic Center Plaza, Room 101 or P.O. Box 238, Santa Ana, CA 92702-0238, (714) 834-2500
Placer	2954 Richardson Drive, Auburn, CA 95603, (530) 886-5600
Plumas	520 Main Street, Room 102, Quincy, CA 95971, (530) 283-6218
Riverside	2724 Gateway Drive, or P.O. Box 751, Riverside, CA 92502-0751, (951) 486-7000
Sacramento	600 8th Street, or P.O. Box 839, Sacramento, CA 95812-0839, (916) 874-6334
San Benito	County Courthouse, 440 5th Street, Room 206, Hollister, CA 95023-3896, (831) 636-4029
San Bernardino	222 W. Hospitality Lane, First Floor, San Bernardino, CA 92415-0022, (909) 387-9095
	1600 Pacific Highway, Room 260, or P.O. Box 12150, San Diego, CA 92112-4750, (619) 531-5572
San Diego	
San Francisco	One Dr. Carlton B. Goodlett Place, City Hall Room 190, San Francisco, CA 94102, (415) 554-5916*
San Francisco Health Dept.	101 Grove Street, Room 105, San Francisco, CA 94102, (415) 701-2311***, (415) 701-2311***
San Joaquin	44 N. San Joaquin St., Ste 260, or P.O. Box 1968, Stockton, CA 95201-1968, (209) 468-8075
San Luis Obispo	1055 Monterey Street, D120, San Luis Obispo, CA 93408, (805) 781-5080
San Mateo	Vital Records, 1st Floor, 555 County Center Dr., Redwood City, CA 94063-1665, (650) 363-4713
Santa Barbara	1101 Anacapa Street, P.O. Box 159, Santa Barbara, CA 93102-0159, (805) 568-2250
Santa Clara	County Government Center, East Wing, 1st Flr, 70 W. Hedding St., San Jose, CA 95110, (408) 299-5669
Santa Cruz	701 Ocean Street, Room 230, Santa Cruz, CA 95060, (831) 454-3222
Shasta	1450 Court Street, Suite 208, Redding, CA 96001, (530) 225-5678
Sierra	P.O. Drawer D., Downieville, CA 95936, (530) 289-3295
Siskiyou	311 4th Street, Room 108, Yreka, CA 96098, (530) 842-8065
Solano	675 Texas Street, Suite 2700, Fairfield, CA 94533, (707) 784-6294
Sonoma	585 Fiscal Drive, Room 103F, or P.O. Box 1709, Santa Rosa, CA 95402, (707) 565-2645
Stanislaus	1021 I Street, Suite 101, or P.O. Box 1670, Modesto, CA 95353, (209) 525-5251
Sutter	433 Second Street, Yuba City, CA 95991, (530) 822-7134
Tehama	633 Washington Street, Room 11 or P.O. Box 250, Red Bluff, CA 96080, (530) 527-3350
Trinity	11 Court Street, P.O. Box 1215, Weaverville, CA 96093, (530) 623-1215
Tulare	County Civic Center, 221 S. Mooney Blvd., Room 103, Visalia, CA 93291-4593, (559) 636-5050
Tuolumne	2 South Green Street, Sonora, CA 95370, (209) 533-5531
Ventura	800 South Victoria Avenue, LN 1260, Ventura, CA 93009, (805) 654-2295 or (805) 654-3666
Yolo	625 Court Street, Room B01, or P.O. Box 1130, Woodland, CA 95776-1130, (530) 666-8130
Yuba	915 8th Street, Suite 107, Marysville, CA 95901, (530) 749-7851

^{*} Marriages ** Births

*** Deaths